

**Outdoor Recreation Legacy Partnership Grant Program
FY18 Application Form**

Please print double-sided

Please fasten application package with a binder clip, no three-ring or plastic binders!

Project Name: _____

Municipality: _____

Contact Person: _____

Agency: _____

Address: _____

Zip: _____

Telephone: _____ Fax: _____

Email: _____

Please note: the contact person is the official representative for this project, usually not the chief municipal officer.

Project Type:

- ☐ Acquisition (include certified Yellow Book appraisal report, restricted appraisal report, contracted Realtor's Market Analysis, or valuation data from the appropriate Municipal Assessor's office – please note that a contract will not be signed until a Yellow Book appraisal is received, however, it is not required at the time of the grant application submission)
- ☐ Acquisition and development (see above for appraisal requirements)
- ☐ Development/renovation

Attach certification of:

The **Chief Executive Officer's legal authorization to execute contracts**. This is a typically a city bylaw or section of the town charter that establishes the roles of a mayor, chair of a board of selectmen, or town administrator (**this is not a DCS form to be completed**); and

Date

Signature of Chief Municipal Officer

Name and Title (Typed)

Duration of Term

The following attachments must be completed. Any application missing this required information will not be accepted. Please note that the page limit will be strictly enforced. Any verbiage that is over the page limit will not be read or included.

- ☐ Application form (must be signed by an authorized signatory for the applicant organization)
- ☐ Project narrative
- ☐ Budget narrative
- ☐ Project location and site maps

**BE SURE TO COMPLETELY ANSWER ALL QUESTIONS SO THAT
YOUR PROJECT CAN BE ADVOCATED FOR AS STRONGLY AS POSSIBLE**

Project narrative (maximum length: 10 pages, Times New Roman 11 point, 1" margins, single spaced)

Required elements:

I. Project Overview:

For acquisition projects:

- provide a street address sufficient to provide at least a general location for the property
- provide a description of the property
- provide an explanation of the need for its acquisition
- explain whether the acquisition would create a new public park or recreation area or is to expand an existing site
- describe and quantify the types of resources and features on the property (e.g., 50 acres of forested area, 2,000 feet of waterfront, scenic views, vacant lot, special habitats, unique or special features, recreation amenities, historic/cultural resources)
- describe any constraints (e.g., existing development; hazardous materials/contamination history; and restrictions such as institutional controls, easements, rights-of-way, reversionary interests, above ground/underground utilities; etc.)
- describe the plans for developing the property for recreation purposes after acquisition and the timeframe, including when the site is expected to be open and accessible for public use
- describe the current status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal

For development projects:

- provide a street address sufficient to provide at least a general location for the property
- provide a description of the planned physical improvements and/or facilities and the reason(s) such development is needed
- explain whether the work involves new development or rehabilitation or replacement of existing recreation facilities
- describe and quantify the types of resources and features available on the site, as well as any constraints
- describe the current status of planning for the development and the timeframe for completing the project, including when the site will be open (or reopened) and accessible for public use

For projects that will comprise acquisition and development:

- provide a narrative that combines the elements above

2. Improving physical and recreational access and addressing recreational deficiencies

- describe how the proposed project will create or significantly improve access to close-to-home park and recreation opportunities by expanding the quantity or quality of parks or other outdoor recreation areas, this can be through either: creating a new park/outdoor recreational area or significantly enhancing the quality of an existing park/outdoor recreation area by replacing or upgrading infrastructure to be able to provide high priority recreation services
- describe the new or expanded types of outdoor recreation opportunities and/or capacities that will be created as a result of the acquisition and/or development
- describe how the project meets an identified recreational need or deficiency

3. Improving recreation service to priority target groups for this competition

- describe the activities and uses planned for the project site after acquisition and/or development
- describe who will benefit from the project, particularly with respect to the groups targeted by this competition (low to moderate income individuals or families for whom serious recreation deficiencies exist)
- sponsors are encouraged to include available data/statistics about the local populations to be served by the park/recreation area in the response.

4. Project engagement and participation

- describe the process that led to the development of this proposal, focusing on efforts to engage the public, especially the local community that will be served by the park, and their participation in the project as well as that of other interested/affected entities
- describe any partnerships or other collaborative efforts, such as with neighborhood groups, community organizations, or private entities that have helped facilitate the project
- describe or provide evidence of local support for the project, particularly from local residents
- supporting details could include how the public was notified of and provided opportunity to be involved in planning for and development of the project proposal; who has been involved (including local, state, and federal agency professionals; subject matter experts; and private organizations) and how were they able to help develop or review the proposal; and formal public participation processes such as meetings, hearings, and comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments

5. Innovation and transformative attributes

- describe the extent to which the project encompasses or exhibits innovation, especially in ways that can be transformative for the neighborhood(s) and community in terms of revitalization; these qualities could be related to aspects such as: redevelopment of a blighted or distressed properties; involvement of new or non-traditional partners; unusual features in the project design; employment of novel solutions to issues in/challenges to addressing the community's recreation needs; the ability to affect or advance other complementary and intrinsic benefits beyond providing new or enhancing park or other outdoor recreation spaces; and other similar characteristics

6. Project's alignment with SCORP and other applicable plans

- describe how the project will advance, implement, or meet a priority need and/or goal of Massachusetts' SCORP (www.mass.gov/files/massachusetts-scorp-2017-for-submission.pdf) and other relevant park and recreation planning documents
- describe how the project aligns with or advances priorities of other comprehensive or master plans at the city, regional, and/or state level such as community revitalization plans, economic development plans, open space and recreation plans, etc.; and/or benefitting other initiatives and programs

7. Project readiness

- describe the status of the planning for the grant project and its readiness to be implemented
- provide a narrative description of the timeline for the planned scope of work and a proposed period of performance, including providing dates for discrete benchmarks of significant work elements that will support the grant project's implementation to completion
- describe the current use (if any) or disposition of the property targeted for the project if uses will need to be discontinued or the site rehabilitated
- if there are any existing non-outdoor recreation or other non-public uses that are intended to continue on the property on an interim or permanent basis and/or proposed in the future, these should be explained

8. Applicant and partner capacity

- describe your experience in completing other similar park and recreation projects; if partners are or will be involved in the grant project's implementation, their role(s) should also be described
- describe who holds or will hold title to the property and how the park or recreation area will be managed and maintained to assure permanent use for public outdoor recreation
- describe the funding resources available to support the park's operation and maintenance; if partners will be involved with long-term management of the property, this should be described
- describe your community's or your partner's past experience, if any, with managing grant funds, particularly LWCF or other federal awards

Budget narrative (maximum length: 5 pages, including tables, Times New Roman 11 point, 1" margins, single spaced)

Required elements:

1. Viability and reasonableness of the project's budget

- explain how the requested LWCF assistance will be used and how the applicant's portion of the budget will be met, including any costs over and above the 1:1 requirement
- break down, describe, and justify the proposed project costs that correspond to the details of the work activities outlined in the project narrative
- provide budget information in both narrative and tabular forms to ensure sufficient detail so the budget can be clearly understood
- please note: land acquisition costs should be based on yellow book appraisal value. Acquisition-related support costs (e.g., appraisals) are not eligible LWCF expenses. On the development side, for this competition, project management/administration expenses, design/engineering fees, and contingencies may be included in the budget, but they are capped at 5% (administration) and 10% (design/engineering and contingencies) of the total budget, respectively.
- If the LWCF ORLP grant-funded project is part of a larger project, please be sure the LWCF-related components of the budget can be clearly discerned

2. Partner support and leveraging

- describe how project is or will be supported by partnerships with the public, private, and/or non-profit sectors specifically through contributions of money, land, supplies, services, etc.
- in addition to the types of contributions and amounts, be sure to describe the source(s) of the contributions proposed by non-public partners in the project, and whether they are already available or still being secured.
- if applicable, describe how and to what extent the LWCF ORLP grant will play a role in leveraging funding for the project from non-federal public, private, and/or non-profit resources, and if they allow the project budget to exceed the 1:1 requirement (projects that leverage the LWCF ORLP grant funds beyond the 1:1 requirement will be favored, but more points will be awarded when the leverage is comprised of LWCF-eligible costs directly related to the acquisition or construction work versus other kinds of costs that support the project in a larger sense but aren't necessarily needed to support the acquisition or development)

Project location and site maps/plans

Suggested elements:

- a neighborhood/community map showing the location of the project and any other existing recreation resources in the vicinity of the project site
- a neighborhood/community map depicting the presence of the targeted demographic groups for this competition, including: minorities, youth, and/or low to moderate income individuals or families)
- a map or aerial photo clearly delineating the specific project site to be acquired and/or developed, including the proposed boundary of the area that would be subject to the anti-conversion provisions of 54 USC 200305(f)(3)
- a plan or sketch of the site that depicts the likely location of planned recreational improvements and other features such as where the public will access the site, parking, etc.

Suggested elements:

- Letters of support – while not required, they may be helpful in terms of substantiating public support for the project, evidence of partnerships, etc. Letters are due the same day as the application.

Photos – these are not required, but may be helpful to provide context, such as current site conditions, the surrounding environment, etc.